

### **Instructions for Evaluating Tender Submissions**

- Review each submission with reference to the criteria themes and specific details set out below.
  - For simplicity rate **all** elements on a scale of 0 – 10, regardless of weighting;
    - A '0' score will mean **none** of the specific details within that criteria have been addressed or demonstrated.
    - A full '10' score means **all** details have been addressed to **complete satisfaction**.
  - Record all the 0-10 scores in the spreadsheet, which will automatically apply the weightings, adjusting the scores accordingly.
  - The Summary tabs will show the adjusted scores in each element, for all companies for comparison.
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#### **Company understanding of Pride and our requirements (20%)**

- Has the company demonstrated an understanding of Pride as an organisation, including our charitable objectives?
- Is it evident that the company visited the Pride Parade or Main Park event this year?
- Have all the specification requirements been addressed?
- Are the tender provisions realistic in relation to the scale of the event?
- Have adequate Health & Safety measures been considered as part of the tender?

#### **Company experience and capacity to deliver services (30%)**

- Does the tender provide sufficient information about the company to enable us to form a view of who they are?
- Has the company demonstrated other relevant experience of:
  - a) Similar parade or park-based events and/or;
  - b) Other events with a predominantly LGBT audience.
- Is there evidence that the company has experience of working closely with statutory services to plan/manage events?
- Does the proposed contract manager occupy a senior position within the company?
- Does the company have all relevant insurances in place (i.e. public liability, employer liability)?

- Does the tender include policies covering:
  - a) Health & Safety;
  - b) Equality & Diversity;
  - c) Sustainability?
- Has the company identified specific personnel that will have lead responsibility for ensuring Health & Safety compliance?
- Does the tender confirm that the company has sufficient personnel to deliver the specification requirements?
- Does the company propose to subcontract any elements within the package(s), and if so are the arrangements satisfactory to Pride?

**Value for money (30%)**

- Does the company have a proven history of providing value for money for similar clients?
- Does the company have adequate procurement procedures to ensure that goods and services are procured at the best price? Are example costings provided reasonable and attainable?
- Is the cost comparable with existing baselines, the existing contract and other tenders?
- What payment terms are offered by the supplier?
- Does the supplier offer any value added services?

**Quality of submission (5%)**

- Has the company provided the tender in quantities/formats requested?
- Have they completed all aspects of the tender instructions, including supporting documentation?
- Is the tender submission and supporting documentation clear and easy to access?

**Innovation in delivering on specification (5%)**

- Has the company proposed provision over and above the minimum specification requirements?
- Is any 'additional provision' relevant and beneficial to Pride?
- Has the company identified any areas of economy, and if so what impact might these have on the Parade and/or Main Park event?

**Risk analysis (10%)**

- Is the organisation a legitimate trading business?
- Are there any outstanding concerns about the company's financial status?
- Is there any concern that fees could rise significantly within the contract period?
- Are there any outstanding concerns about prosecutions or investigations by statutory/professional bodies?
- Are there any outstanding concerns about Health & Safety compliance?
- Are there any outstanding concerns about the company's status?